

PFA/CCSO Orientation Checklist

*This checklist is **mandatory** and must be completed before a substitute educator signs into ratio. This document is a statement signed and dated by the employee showing they have access to the facility's policies and the rules for their licensing rule type if applicable.*

Program Name: _____ Facility # _____ Date: _____

Policies, procedures, expectations, locations, and materials to review:

- Confirm that Substitute educators have reviewed the rules for the facility license type. Substitutes may complete rule review before arrival.

- Sign-in and out procedures: How the program tracks ratio

- Daily Schedule: Children's schedule and when substitute educator will get breaks if applicable

- Diapering and pottyng: Procedures, materials, and expectations, including the handling and storage of hazardous materials and the appropriate disposal of bodily fluids

- The prevention and control of infectious diseases: Handwashing, cleaning, and sanitizing

- Caring for children: Written Care Plans and other child-specific needs, routines, personalities, and program expectations

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- Nap and rest time: Routines, materials, and expectations, including safe sleep practices, prevention of shaken baby syndrome, abusive head trauma, and child maltreatment.

- Meals and snacks: Times, routines, allergies, and dietary restrictions

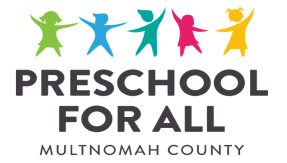
- Medication Administration: CCSO staff will not administer any medication. The program must identify who requires medication, where medications are stored, and ensure a designated program staff member is present at all times to administer medication. Program staff are responsible for proper administration and for maintaining required documentation.

- Building and premises safety, including identification and protection from hazards such as electrical hazards, bodies of water, and vehicular traffic.

- The **written plan for emergency preparedness** that addresses evacuation, relocation, shelter-in-place, lockdown procedures, arrival of ICE and other incidents. Where is the Fire Extinguisher, Exits, and Emergency Guardian Contacts for Children located?

- Responding to medical emergencies, illness, incidents and injuries, allergic reactions.
Where to find First Aid Kit and Incident/Injury paperwork

- Procedures for reporting suspected child abuse or neglect



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Signature of person providing orientation _____

Substitute educator signature _____ Date completed _____